



DEVELOPMENT SERVICES DEPARTMENT BUILDING PERMITS & INSPECTIONS DIVISION

COMMERCIAL Sign Permit Application

Case # SGN _____
(Not to be filled out by applicant, assigned by BP & I)

PID # _____ (Central Appraisal Tax Identification Number)

Business Name _____

Previous Business Name _____

Address _____ Space _____

Legal Description: Subdivision _____

Lot _____ Block _____ Acres _____

Verify Zoning, if special conditions exist, **Submit 2 Copies with Application**

I have checked for zoning conditions, special contract conditions and requirements for Site Development Plan.

Zoning
Stamp

Contractor _____

Address _____ Phone Number _____

First Time Submittal with the City of El Paso: Fill out Contact Information on the Back

Description of Work:

Sign Type	Length	Width	Height	Sq. Area	Fee	LED/Illum/Face/CEVM Indicate type	Electric Yes / No

Notice: A. This permit becomes null and void if work or construction authorized is not commenced and inspections called for and obtained within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

B. Separate Permits are required for electrical.

C. I understand that the License Holder assumes full responsibility for the removal of any sign structure not installed in accordance with an approved application and that signs erected prior to obtaining the required permits will be subject to removal and other enforcement actions.

AFFIDAVIT:

I hereby certify that I have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state or local law regulating construction or the performance of construction. I also hereby certify that the information on the site plan is true and correct and that all known easements have been properly shown. I also understand that I am required by city ordinance to notify a Texas "one call" system before starting any excavation or digging work.

SIGNATURE OR OWNER (IF OWNER IS CONTRACTOR)

DATE

SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

DATE

TDLR (Architectural Barriers) 1-800-803-9202

Contractor Information 1-915-541-4566

Central Appraisal

1-915-780-2000

Ele. Plan Review

1-915-541-4785

Required: TEXAS ONE CALL SYSTEM 1-800-344-8377 OR 1-800-DIG-TESS

Track Permitting/Inspection Process: www.elpasotexas.gov

May Not Be Accepted **UNTIL COMPLETELY** Filled Out

CONTACT INFORMATION

Contractor _____
Primary Contact _____
Address _____
City _____
State _____
Zip _____
Phone (____) _____
Fax (____) _____
Email _____

Owner's Name _____
Address _____
City _____
State _____
Zip _____
Phone (____) _____
Fax (____) _____
Email _____